



VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF SERVICE ANALYST (SSA)
GOVERNMENT CLAIMS DIVISION
PERMANENT/FULL-TIME
\$2,632.00 - \$4,155.00

POSITION SUMMARY:

Under the direction of the Program Managers of the Government Claims Division, the SSA will perform a variety of analytical work related to the resolution of government claims filed against State agencies.

DUTIES INCLUDE:

- Review and analyze the contents and merits of claims filed against State agencies. Assess the quality and quantity of each claim; analyze claims and develop recommendations with involved State agencies;
- Advise department claims coordinators on Board rules and regulations and assist them in developing thorough systems to provide recommendations and information required to resolve claims.
- Analyze recommendations submitted by State agencies and develop recommendations for consideration by the Board.
- Review the State agency's response to the claim and initiate fact-finding in order to anticipate and resolve the Board's questions regarding the claim.
- Prepare summaries for Executive Officer or Board members upon which Board action is based.
- Provide technical assistance both verbally and in writing to management, staff, client agencies and claimants on a wide variety of government programs and activities.
- Analyze various reports at the direction of the program managers; develop spreadsheets using Excel or Access for compilation and analysis of data.
- Analyze data in the program tracking system and identify claims that may require follow-up.

DESIRABLE QUALIFICATIONS:

- Strong analytical and written communication skills.
- Strong interpersonal, consulting, and verbal communication skills.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.
- Good judgment.
- Commitment to extraordinary customer service.
- Flexible and open-minded.

WHO MAY APPLY:

Current State employees in the SSA classification or individuals eligible for appointment (*by way of transfer, list eligibility or reinstatement*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

FINAL FILING DATE:
February 1, 2006

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service:

Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-460-5157-00x